

# Indicator 8 Guide



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W I S C O N S I N   D E P A R T M E N T   O F  
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## Indicator 8 Guide

- These resources reflect effective practices to increase family engagement in the education of their child.
- They relate to the questions on the [Indicator 8 parent survey](#).
- Find out when your district or LEA is scheduled to participate in the survey: [Survey Cycle](#).
- These activities were developed based on statewide data trends as well as suggestions from district directors of Special Education (SPED), parents, and Department of Public Instruction (DPI) staff.
- Many of the resources below are hyperlinked so educators can download and print.
- **These resources should be reviewed one on one with the parent at the IEP or other parent meetings to maximize their impact.**
- Directors or school staff can fill out when activities are done throughout the year and this document can be kept in the IEP folder.
- For additional activities related to individual items on the parent survey see the [Indicator 8 Suggested Activities Guide](#).

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## Year-Round Resources for Districts

Resources to be Distributed to Families	Circle Method/Place	Date & Initials
<p><a href="#">Procedural Safeguards Notice</a>: Required by law to be given at least one time a year to families (and must be given at other times during specific circumstances), this document outlines parent rights in special education.</p>	Meeting/ Mail/ Email/Phone	
<p><a href="#">Communication Options for Families</a>: This document outlines the options parents have if they have questions or disagree with decisions of the school. These include contacting the District SPED Director, Mediation, Facilitated IEP, Complaint, and Due Process. This document can be reviewed at IEP and eligibility meetings and sent with final copy of IEP to parents.</p>	Meeting/ Mail/ Email/Phone	
<p><a href="#">Talking Points: Andrew F Toolkit</a>: This document created by Understood discusses ways parents can advocate for their child's needs.</p>	Meeting/ Mail/ Email/Phone	
<p><b>Parent Information Contacts</b>: List of statewide contacts for various parent organizations across Wisconsin. <a href="#">WSPEI   Statewide Organizations</a></p>	Meeting/ Mail/ Email/Phone	
<p><a href="#">Introduction to Special Education</a>: A general overview of special education and the IEP process.</p>	Meeting/ Mail/ Email/Phone	
<p><a href="#">SPED in Plain Language</a>: A parent-friendly resource that explains education laws, policies, and practices in Wisconsin. Also available as a PDF: <a href="#">SPED in Plain Language (PDF)</a>.</p>	Meeting/Mail/ Email/In-Person	
<p><a href="#">Frequently used Educational Acronyms</a>: A-Z on SPED related terms such as AT, CESA, IDEA, LRE, and many more!</p>	Meeting/ Mail/ Email/In-Person	
<p><a href="#">Family Engagement Newsletter</a>: Monthly newsletter contains resources and information on disabilities, special education, reading and math.</p>	Meeting/ Mail/ Email/In-Person	
<p><a href="#">National PTA Parent's Guide to Student Success</a>: Provides information regarding what students will learn at each grade level in English/Language Arts and Math. Contains ideas for communicating with the school and home-based activities.</p>	Meeting/Mail/ Email/In-Person	



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Educator Best Practices	Circle Method/Place	Date & Initials
<p><b>Director and Staff take the Parent Survey</b> to better understand the types of support that are asked of parents. <a href="#">School Age</a> and <a href="#">Preschool</a></p>	N/A	
<p><b>Review Previous Year Data:</b> <a href="#">WSPEI coordinators</a> can assist educators with a review of prior year Parent Survey data to develop family engagement plans to improve activities that relate to parent survey data. WSPEI CESA coordinators are a free resource to districts.</p>	Mail/Email/Person	
<p><b>Follow an IEP Agenda</b> that includes time to briefly discuss the procedural safeguards as well as other resources and contacts within the district and community. <a href="#">CCR IEP Agenda Facilitator's Guide</a> and <a href="#">Sample IEP Agenda</a></p>	Person	
<p><b>Ask for Input Prior to IEP</b> meeting from families and provide them with organizers to help prepare for meetings. <a href="#">Positive Student Profile</a> or <a href="#">English Student Snapshot for Families</a> or <a href="#">Spanish Student Snapshot for Families</a>.</p>	Mail/Email/Person	
<p><b>Ensure that IEP Progress Reports</b> go out in a timely manner and follow up to see if parents have questions.</p>	Mail/Email/Person	
<p><b>Include the <a href="#">Communication Options for Families in English or Spanish</a></b> document with the IEP and review with families.</p>	Mail/Email/Person	
<p><b>Utilize the Parent Record File</b> in IEP meetings and provide files to families. These are kept at each individual CESA. You may contact your <a href="#">WSPEI coordinator</a> for more information.</p>	Person	
<p>Research shows that <b>accommodating a parent's schedule</b> will improve family perceptions of schools. Give 3 options for the IEP meeting time that fit the parent's schedule.</p>	Mail/Email/Person	
<p><b>Contact the family</b> after an IEP meeting asking if they have any questions.</p>	Email/Person	
<p><b>Explain to parents</b> where a student should be academically using the <a href="#">National PTA Parent's Guide to Student Success</a>.</p>	In Person	



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<p><b>Distribute and Discuss with parents</b> a list of state, county, and local <a href="#">agencies and resources</a> that offer support for parents of children with disabilities. <a href="#">WSPEI Family Engagement Coordinators</a> and/or your <a href="#">District Family Engagement Liaison</a> can help with the development of this list and provide presentations to families if needed.</p>	Conference/ IEP/ Other meeting	
<p><b>Distribute and discuss with parents</b> a list of state, county, and local agencies and resources that offer support related directly to HS transition. <a href="#">WSPEI Family Engagement Coordinators</a> and/or your <a href="#">District Family Engagement Liaison</a> can help with the development of this list and provide presentations if needed. Wisconsin's <a href="#">Transition Improvement Grant (TIG)</a> is a great resource, as well as the <a href="#">Wisconsin Transition Resource Guide</a>, and the <a href="#">WiTransition app</a>.</p>	Conference/ IEP/ Other meeting	
<p><b>Offer Parent Information Nights</b> related to Special Education issues. <a href="#">WSPEI Family Engagement Coordinators</a> and/or your <a href="#">District Family Engagement Liaison</a> can help plan, promote and present and/or facilitate these sessions.</p>	Conference/ IEP/ Other meeting	



## For Districts Implementing the Parent Survey Before Parent Survey

Educator Best Practices	Method	Date
<p><b>Discuss Parent Survey with Families in IEP Team Meetings:</b> Let parents know that this year they will be asked to participate in a parent survey. This will help improve response rates at the time of the survey.</p>	Meeting	
<p><b>Review <a href="#">Implementing Indicator 8 Family Engagement Survey Page</a> on the DPI website.</b> In particular, review the <a href="#">Frequently Asked Questions</a> and <a href="#">Indicator 8 Timeline document</a>. Being familiar with this content can help you assist families.</p>	Web	
<p><b>Designate district personnel that will assist with parent outreach (parental contact upload, letter manager, and sending letters).</b> They should ensure the district meets their required response rate requirements with the survey timeline (Mid-January thru June 30).</p>	Mail/Email/Person	
<p><b>Contact your CESA WSPEI Family Engagement Coordinator to discuss your response rate requirements and creative ways to reach out to families.</b></p>	Mail/Email/Person	
<p><b>School Newsletter Teaser:</b> Let families know in your school newsletter or electronic email that your district will be conducting the Indicator 8 Parent Survey.</p>	Mail/Email	
<p><b>Survey Letter to Families:</b> This letter introduces parents to the parent survey and introduces the WSPEI Parent Coordinator as a resource to families. The letter also contains the username and password for the parent to fill out the survey online. Sample letters can be found on the <a href="#">Indicator 8 Survey Manager Application</a> accessed through the Special Education Web Portal. Letters are under the Letter Manager tab.</p>	Mail	
<p><b>Print Paper Copies of the Survey</b> so families can fill out the survey on paper if they choose. Data can be entered online by WSPEI or WI FACETS staff at a later time. Paper surveys can be generated in the Survey Manager application accessed through the Special Education Web Portal. All paper surveys should be provided to families with a self-addressed envelope to DPI only. Paper surveys cannot be mailed to school districts or schools.</p>	Web	



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For Districts Implementing the Parent Survey  
During Survey

Educator Best Practices	Method	Date	
Contact your <a href="#">WSPEI Family Engagement Coordinator</a> or <a href="#">WIFACETS</a> to assist with contacting parents to fill out the survey.	Mail/Email/Person		
Host a parent night or have a computer lab open with the survey page up on a night when parents are in the school.	Person		
Have parents complete the survey after finishing an IEP meeting. Have a copy of the parent letter with a password available and a computer. Also, review the procedural safeguards and Communication Options for Families individually with parents at IEP meetings.	Person		
Send a podcast or text to families to remind them to participate in the parent survey.	Other		
Send postcards reminding parents to fill out the parent survey. Ensure confidentiality by not referring to special education services.	Mail		
Assign 4-5 staff to smaller groups of parents and provide a competition for the best survey completion rate.	Phone		
<b>Monitor Response Rates:</b> Ensure that you are reaching all families to achieve higher results and the required response rate. Ensure that survey respondents meet race and disability response rate targets for your LEA. In addition to an overall response rate requirement based on each LEA's student population, all LEAs have response rate target requirements to ensure response rate representation from parents across racial and ability student groups. Past results have shown a strong correlation between response rates and agreement with survey questions. Real-time response rates can be viewed in the Survey Manager application.	Mail/Email/Phone		
<b>Follow-up phone calls.</b> When needed, districts should attempt at least 3 follow-up phone calls to parents to ensure the required response rates. Calls should be made when parents are available (e.g., evenings).	Date 1	Date 2	Date 3



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## After Survey

Implement the activities and strategies found on pages 4-6 of this guide.

**Review Survey Results and develop a District Family Engagement Plan** that correlates to the strengths and that will improve the weaknesses shown in the survey results. [WSPEI Family Engagement Coordinators](#) and [District Family Engagement Liaison](#) can assist with this.

Question-by-question district reports are available on the [Special Education District Profile](#).

## Statewide Targets

Targets are set by WDPI and the Wisconsin State Superintendent's Council on Special Education. Targets were set to go along with a new cycle of reporting.

Year	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Target	89.00%	89.40%	89.50%	89.60%	89.70%	89.80%	89.90%

## District / LEA Indicator 8 Individual Scores and Reports

To view a district's past performance, go to the [Special Education District Profile](#), select a District, then click the "Indicator 8 Parental Survey Question by Question District Results" link under Indicator 8.



## Indicator 8 Family Engagement Survey: Support Students with IEPs Timeline

Dates	DPI	LEA (district)
<b>June</b>	Sends notification letter to LEAs of upcoming Indicator 8 and other cyclical indicator participation.	Review Indicator 8 and Family Engagement Survey resources to prepare staff and families for the survey:
<b>January</b>	<p>Uploads a student list for each LEA into the survey manager system within 2 weeks of the survey window opening.</p> <p>The student list is based on current enrollment the day it is uploaded into the system.</p> <p>The student list includes individualized usernames and passwords for parents to take the survey.</p>	<p>When first logging into the survey manager system, assign additional district contacts to be able to access the survey manager and receive updates from WI DPI about the survey.</p> <p>Reviews the student roster, option to add or delete students based on enrollment, merge parent contact information with student list to create mail merge for the parent letter, option to enter district provided survey link, and activate the survey for parents.</p> <p>For all students, send letter that includes individual username and password to parents so parents are able to log into the online survey</p> <p>Monitor the required number of responses for the LEA in the survey manager application.</p> <p>Parents who want to complete a 2nd survey for a 2nd parent can contact LEA to receive 2nd username/password. The second username and password for each student is available on the Student List page of the Survey Manager application.</p>
<b>Mid-January</b>	Survey window is opened and LEA Special Education Director is notified via email.	Assist families with completing survey using paper or online survey.



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<b>February- June</b>	Staff are available for technical assistance as needed for LEAs completing the survey.	Monitor the Survey Manager application to monitor response rates and follow up with parents to ensure meeting response rate requirement.
<b>June 30</b>	Survey window is closed.	Ability to view parent comments in the Survey Manager application.
<b>September</b>	Indicator 8 question by question reports are generated for each LEA through public District Profile and the Special Education Web Portal.	Use data from reports to develop district family engagement plans.
<b>February</b>	State results are reported to OSEP in February for the previous year's survey results.	LEA is able to compare overall results for preschool and school age survey to state targets via the District Profile.